

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

☒ **New contract** ☐ **OTR** ☐ **CO** ☐ **SS** ☐ **BW** ☐ **Emergency** Previous Contract/Project No. _____

☐ **Re-Bid** ☐ **Other** **LIVING WAGE APPLIES:** ☐ YES ☐ NO

Requisition/Project No: ROP1100125

TERM OF CONTRACT: 1 year with one-year options-to-renew

Requisition/Project Title: Labor Relations Consulting Services

Description: To provide the County with a broad range of professional labor relations consulting services

User Department(s): County Executive Offices

Issuing Department: DPM **Contact Person:** R. Silva **Phone:** 375-1081

Estimated Cost: \$250,000 **Funding Source:** GG008833 **REVENUE GENERATING:**

ANALYSIS

Commodity/Service No: <u>918-65</u>		SIC: _____	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
		EXISTING	2ND YEAR
		3RD YEAR	
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: R. Silva

Date to SBD: 6/13/11

Date Returned to DPM: _____

RECEIVED
DEPT. BUSINESS DEV.
2011 JUN 14 AM 10:08

2.0 SCOPE OF SERVICES

2.1 Background

Miami-Dade County, hereinafter referred to as the County, is soliciting qualifications from experienced and qualified law firms, consulting firms, businesses, and/or individuals to provide the County with professional labor relations consulting services.

The County may award one or more contracts for a one year period, as a result of this solicitation.

The County has approximately ___ employees and is currently engaged in the negotiation of collective bargaining agreements with its certified employee organizations. The professional consulting services required include a broad range of labor relations matters.

2.2 Preferred Qualification

Selected Proposer(s) should possess experience providing consulting services similar to those requested herein, preferably for groups of 5,000 employees or greater.

2.3 Requirements and Services to be Provided

A. Negotiations

The selected Proposer(s) shall provide professional consulting services including, but not limited to, the following:

1. Prepare and provide collective bargaining proposals, including counter-proposals;
2. Conduct collective bargaining negotiations;
3. Provide advice and analysis regarding proposals and competing proposals, including the cost and value of each;
4. Prepare and provide collective bargaining agreements, and
5. Recommend changes to the County's collective bargaining agreements.

B. Presentations

The selected Proposer(s) shall make presentations including, but not limited to, the following:

1. Make presentations to the County administration and Board of County Commissioners (including committees thereof) regarding collective bargaining and the status of negotiations; and
2. Prepare, conduct and present surveys and other information in support of the County's position in collective bargaining, including support of collective bargaining proposals, recommendations, and written analysis explaining proposals and counter-proposals.

C. Testimony

The selected Proposer(s) shall prepare for and testify as an expert witness in any impasse process, mediations, or other legal proceedings related to the collective bargaining, and any services provided herein, with the advice and consent of the County Attorney or Assistant County Attorneys. The selected Proposer(s) shall not act as the County's attorney in any legal proceeding.

D. Accessibility

The selected Proposer(s) shall be readily available to consult with the County administration and the County Attorney and Assistant County Attorneys, or designees, via telephone or in-person at any time.

E. Additional Services

The selected Proposer(s) shall provide other related employee relations consulting services as may be required.

2.4 Work Order Assignments

All work assignments to be performed by any selected Proposer require a County issued Work Order, except routine verbal consultation. The County, at its sole discretion, may modify, suspend, or cancel the Work Order at any time and shall only pay for work actually performed by the selected Proposer. Such work orders may require a written work plan or engagement letter for review and approval by the County. The work plan or engagement letter may include the following:

- a. Description of the proposed approach and specific deliverables;
- b. Project schedule and completion date;
- c. Proposed staff to perform the work, including job title, hourly rate and estimated number of hours each will spend on the assignment; and
- d. Total not-to-exceed cost for the assignment (including staff costs, out of pocket, travel, etc.).

DRAFT

Porter, Albert (SBD)

From: Silva, Rita (DPM)
Sent: Tuesday, June 14, 2011 11:35 AM
To: Porter, Albert (SBD)
Subject: RE: New project

Per our conversation, a selection factor is recommended for this project.

Rita A. Silva, CPP0
Procurement Contracting Manager
Miami-Dade County Department of Procurement Management
111 NW 1st Street, Suite 1300, Miami, Florida 33128
(305) 375-1081
www.miamidade.gov/dpm

"Delivering Excellence Every Day"

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

-----Original Message-----

From: Silva, Rita (DPM)
Sent: Monday, June 13, 2011 3:17 PM
To: Porter, Albert (SBD)
Subject: FW: New project

Albert,

Attached is a new project for your review of SBE measures. Thanks.

Rita A. Silva, CPP0
Procurement Contracting Manager
Miami-Dade County Department of Procurement Management
111 NW 1st Street, Suite 1300, Miami, Florida 33128
(305) 375-1081
www.miamidade.gov/dpm

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-----Original Message-----

From: Bids Cont Network Scanner [mailto:scanuser@miamidade.gov]
Sent: Monday, June 13, 2011 5:10 PM
To: Silva, Rita (DPM)
Subject: Send data from MFP-07174601 06/13/2011 14:09

Scanned from MFP-07174601.
Date: 06/13/2011 14:09
Pages:3